

SYNERGIES COMMITTEE MEETING #1117
Friday, September 7, 2012, 1:30 PM
Winchester Hall, Third Floor Meeting Room

AGENDA

Introductions

Approval of Minutes

Recommend Potential Synergies*

Need for Future Dept/Agency Meetings

Combining Tasks/Services Discussion

Announce Next Meeting

Adjourn

* See Commissioner Smith's attached note

- * Information Item: At the MACo Convention in Ocean City in August, a presentation was given by the current President of MML in which she highlighted some of the successes that were achieved by counties and municipalities working together. She gave some concrete examples from Frederick County, citing some efficiencies and savings that we achieved here in this Synergies Committee. She specifically mentioned the resolution of the Brunswick/Rosemont water supply and service problem that resolved through County participation.

There are two business matters for our attention at the September 7th meeting:

1. Are there any coordinating actions that we should encourage between any of our respective departments? This would include the encouraging of department heads to meet for a first time, or to meet again, even though they previously met a year ago.
2. Are there any proposed combining of functions or services that we wish to recommend for consideration. For example, the BOE and the BOCC recently combined some of their warehousing, which has resulted in saved space and the elimination of some positions. It is my (Paul Smith's) recommendation that we suggest 2-4 additional departments to consider some level of combining in order to save efficiencies and/or dollars. I propose that we list 2 -4 such functions/services and that we prioritize them. Initial, potential departments that come to my mind would include: Sustainability/Energy; Social/Health Services; Internal Audit Services; and Vehicle Maintenance. I have considered, but am not prepared to suggest that we attempt to combine law enforcement and IT.

SYNERGIES COMMITTEE MEETING #1117 MINUTES
Friday, September 7, 2012, 1:30PM, 3rd Floor Mtg. Rm.
Winchester Hall, 12 East Church Street, Frederick, Maryland

Frederick County Commissioner's Vice President Paul Smith called the Synergies Committee Meeting #1117 to order at 1:35PM in the 3rd Floor Meeting Room of Winchester Hall, 12 East Church St., Frederick, Md. Vice President for Frederick Community College Administration Doug Browning, Board of Education Member Jimmy Reeder and Commissioner Smith's Executive Assistant Belinda Teague-Levy were present for this meeting. County Manager David Dunn and Board of Education Member Dr. April Miller arrived after the meeting was convened.

By consensus of all members present and comprising a majority of the Synergies Committee member agencies, it was agreed that 75% representation of the four member agencies of the Synergies Committee constitutes a quorum for conducting committee business. There being a quorum present at this meeting, a motion was made by Jimmy Reeder, seconded by Doug Browning to approve the minutes of the December 16, 2011 and the March 2, 2012 Synergies Committee minutes. The motion passed unanimously.

Synergies Committee Member Dr. April Miller entered the meeting at 1:39PM.

Commissioner Smith referenced his notation on today's agenda (copy as Attachment I to these minutes) regarding the Committee's need to discuss identifying potential synergies by combining tasks and the need for future interagency communication and/or coordination to analyze present practices for improved efficiencies as has been accomplished with BOE in warehousing and mail control.

Commissioner Smith identified Internal Audit, Vehicle Maintenance and Energy/Sustainability as areas with greater interagency synergy potential.

Dr. Miller asked to add for a future discussion Parks and Recreation regarding plans for greater coordination and efficiencies. She would like to include the vision for parks, the number of Parks and Recreation Departments' employees, and how the park/schools are being used for topics of discussion among agency department heads. Department/agency representatives would report back to the Synergies Committee at a future meeting with their recommendations.

Doug Browning added that Frederick Community College was already partnering with the County in the performance of their audits. Mr. Browning has been completing a questionnaire to establish a risk analysis for a five- year period.

County Manager David Dunn entered the meeting at 1:45PM.

County Manager Dunn confirmed that Request for Proposals had been issued and that the Internal Audit Advisory Authority would review and prioritize future audits. A motion was made by Commissioner Smith and seconded by Doug Browning to have the County Manager reach out to Josh Russin to ascertain any interest by the City of Frederick to partner with the County for internal audit functions as does Frederick Community College and the Board of Education. The motion passed unanimously.

Dave Dunn informed the Committee that the County Information Technology (IT) Director had received responses from the BOE and the City of Frederick for proposed IT synergies. The County has a Disaster Recovery Plan in place

for IT. This and other established County IT practices may be beneficial to the BOE and the City of Frederick. Dr. Miller said she and Mr. Reeder would discuss County/BOE IT with Dr. Alban.

Commissioner Smith would prefer to defer discussing synergy recommendations for Economic Development and Workplace Health and Safety at this time.

County Manager Dunn stated that Highways/Roads and Sustainability have been discussed with Mayor McClement who is concerned about the loss of positions. The Committee discussed the advantage of varying attrition plans for accomplishing interagency synergies.

Mr. Reeder reiterated the need for elected officials to make the tough decisions necessary to accomplish efficiencies when identified.

The Committee agreed that it may be advantageous for the Sustainability and Purchasing Offices' staff to meet again within the next two months to assess their programs for additional efficiencies. It was noted that Frederick Community College does not have an Office of Sustainability and that FCC has engaged in cooperative purchasing.

The Committee next discussed the possibility of future vehicle maintenance synergies. Commissioner Smith said the City of Frederick, the Sheriff, the BOE and the County have vehicle maintenance facilities.

County Manager Dunn said that the County will be assessing a pilot program whereby up to 60 vehicles will receive regular maintenance, freeing up highly certified mechanics to address complex mechanical issues.

It was the consensus of the Synergies Committee to add IT, Public Works and Vehicle Maintenance to the September 18, 2012, BOE/BOCC meeting to discuss the Committee's recommendations for identifying efficiencies utilizing cooperation or combination methodology.

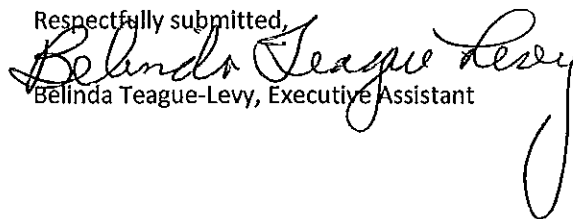
Mr. Browning suggested that the Committee may want to discuss Construction Management as a possibility for additional interagency synergies.

Dr. Miller asked the County Manager to please provide her and Mr. Reeder with future information concerning proposed synergies.

The Synergies Committee agreed to next meet on October 26, 2012 at 1:30PM in the 3rd Floor Hearing Room in Winchester Hall. Mr. Reeder asked, and the Committee agreed, to add law enforcement to the October agenda. Mr. Reeder offered to chair that discussion.

There being no further business to come before the Committee, the meeting was adjourned at 2:35PM.

Respectfully submitted,


Belinda Teague-Levy, Executive Assistant

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